

**Kalamazoo Public Library**  
**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES**  
**PUBLIC MEETING**  
Date: June 22, 2015  
Time: 4:00 p.m.  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

Present: Robert Brown, Bruce Caple, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James VanderRoest, and Valerie Wright

Absent: None

**PUBLIC HEARING:**

President Caple called the Public Hearing to order at 4:00 p.m. regarding the proposed Preliminary Budget for 2015-2016. He invited those attending to speak regarding this budget. The president closed the public hearing at 4:02 p.m. after it was determined no one present wished to address the Board on this subject.

**CALL TO ORDER:**

President Caple called the meeting to order at 4:02 p.m.

**AGENDA APPROVAL:**

The agenda was approved.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

*A. Resolution to Approve the Preliminary Budget and Authorize Millage Levy for 2015-2016*

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution to approve the General Operating Fund – Preliminary Budget FY 2015-2016 and authorize that 3.9583 mills be levied for library operations for 2015-2016.

Executive Summary: The budget was reviewed at the regular Board Meeting on May 18, 2014. Prior to this meeting a Public Hearing was conducted for the public to comment on the budget and millage rate.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE RESOLUTION TO APPROVE THE GENERAL OPERATING FUND – PRELIMINARY BUDGET FY 2015 – 2016 AND AUTHORIZE THAT 3.9583 MILLS BE LEVIED FOR LIBRARY OPERATIONS FOR 2015 – 2016.

**Roll Call Vote:** L. Godfrey – yes; V. Wright – yes; C. TenBrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple – yes

MOTION CARRIED: 7-0

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**III. CONSENT CALENDAR**

A. *Minutes of the Meeting of May 18, 2015*

B. *Personnel Items*

**IV. FINANCIAL REPORTS**

A. *Financial Reports for the Month Ending May 31, 2015*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending May 31, 2015.

Discussion: No discussion.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MAY 31, 2015.

MOTION CARRIED 7-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

A. *Approval of the Capital Improvement Plan*

Recommendation: Director Rohrbaugh recommended board approval of the attached Capital Improvement Plan (CIP) for the three years ending June 30, 2017.

Executive Summary: As reported and discussed at the May board meeting, this CIP continues current projects until completion. Within those budgets, several detail projects already budgeted have been realigned to better fit the intended purpose. This realignment has resulted in a variance to prior budget recognized at the major category level, but results in a Variance to Prior Total Expenditure budget of only \$755.

New projects for the coming years include repair of central library exterior marble tile, public computer replacements, portable technology for both public programming and staff services, a multi-part server migration project, and several other smaller technology purchase. The three year plan ends with a projected reduction of fund balance of \$186,345.

This budget was reviewed in detail by the Finance and Budget Committee, along with other budgets, and comes to the full board with the committee's recommendation. It was also reviewed by the full board at the May meeting.

Discussion:

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 30, 2017.

Discussion: No discussion.

MOTION CARRIED 7-0.

*B. Freedom of Information Act Policy*

Recommendation: Director Rohrbaugh recommended board approval of the attached “Freedom of Information Act Request for Information Policy” and accompanying procedures and guidelines to be effective July 1, 2016, as a revision to “Requests for Kalamazoo Public Library Records” approved August 27, 2007.

Executive Summary: As a public body, we are required by PA 563 to have in place by July 1, 2015, a policy approved by our board, along with

“...procedures and guidelines to implement this act and shall create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body’s written responses, deposit requirements, fee calculations, and avenues for challenges and appeals. The written public summary shall be written in a manner so as to be easily understood by the general public. If the public body directly or indirectly administers or maintains an official internet presence, it shall post and maintain the procedures and guidelines and its written public summary on its website.....”

The Michigan Library Association has coordinated compliance with this new law by providing webinars conducted by Anne Seurynck of Foster Swift from Grand Rapids. Ms. Seurynck’s practice focuses on library law and library issues. As a follow-up to the webinar, which Diane and I attended, materials and templates of the policy, procedures, and guidelines to comply with the law, tailored to a specific library, were available for purchase.

We purchased the materials, have added our contact information, and recommend them for your approval. Upon board approval, all materials will be added to our website for compliance with the law by July 1.

MOTION: V. WRIGHT MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE “FREEDOM OF INFORMATION ACT REQUEST FOR INFORMATION POLICY” AND ACCOMPANYING PROCEDURES AND GUIDELINES TO BE EFFECTIVE JULY 1, 2016, AS A REVISION TO “REQUESTS FOR KALAMAZOO PUBLIC LIBRARY RECORDS” APPROVED AUGUST 27, 2007.

Discussion: R. Brown asked why it is that individuals incarcerated in jails in prisons cannot submit Freedom of Information requests. J. VanderRoest stated this is largely the case because there is a tendency for those serving out a sentence to harass the units of government that were involved in their apprehension by submitting excessive numbers of requests.

J. VanderRoest inquired regarding the origins of the documents and Director Rohrbaugh and L. Godfrey indicated the packets of materials came from Anne Seurnynck of Foster Swift who has been supported by the Michigan Library Association.

MOTION CARRIED 7-0.

*C. 3D Printer Policy*

Recommendation: I recommend board approval of the attached “3D Printer Policy” to be effective upon approval.

Executive Summary: The Friends of KPL have provided funding through their mini-grant program for an entry-level 3D printer to be placed in The Hub. The recommended policy, along with the Q & A sheet provided for board information, will govern the use of the printer.

As requested, I contacted the ALA Intellectual Freedom Office for advice on a 3D printer policy. At this time they do not have a policy, but did send me the draft of an article, scheduled for fall publication, outlining points to be included in a policy, all of which are included in this draft. I also received sample policies from other libraries.

This policy has been reviewed by our attorney, Kurt Sherwood, and incorporates his suggestions. It also has been reviewed by Trustees Godfrey, VanderRoest, and Caple.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE “3D PRINTER POLICY”

Discussion: V. Wright asked about the two hour project limit and how a patron determines whether their project will take more or less than two hours. K. King stated the program utilized by the printer calculates an estimate for each project.

J. VanderRoest inquired whether KPL had different color materials to choose from. K. King indicated that the IT department currently has several colors.

L. Godfrey said when it was announced KPL would be receiving a 3D Printer, she felt a policy was in order to make clear that the printer is completely under staff control, primarily because of well-publicized stories regarding misuse of 3D Printers. She stated she was pleased to have this policy prepared.

MOTION CARRIED 7-0.

REPORTS

*D. Public Services and Support Services Action Plans for 2015 - 2016*

Report: The Public Services and Support Services Action Plans for 2015 – 2016 were attached for board information. As in previous years, these are the documents that outline the

implementation of the strategic priorities for the year.

The Public Services Action Plan is based directly on the objectives for the year that support the three year goals. The public services departments typically take the lead on these items with support from the operational departments as needed.

The Support Services Action Plan, formerly titled Organizational Competencies, has been renamed to more accurately reflect its purpose. It is no longer a list of competencies we need to achieve to carry out the action plan; it is really the action plan for the operational or support departments and they will generally be the ones taking the lead on these items.

As in past years, progress on meeting the strategic plan objections will be reported to the board quarterly, following our usual pattern. Progress on items not specifically addressed in the quarterly reports will be shared with the board periodically through the director's report or oral reports at monthly meetings.

Discussion: President Caple asked about an item referring to 'Galley Groups' for Teens and Tweens. Director Rohrbaugh explained the Galley Group is a book group with early access to works that are not yet published.

J. VanderRoest asked for additional details regarding a proposed 'Hack-a-thon'. K. King explained it is a program that focuses on everyday 'hacks', that is, alternative solutions to everyday problems largely presented by modern technology.

V. Wright inquired regarding a plan to transition from active oversight of the grant-funded Family Place Programming to a sustainable non-funded Family Place model. Director Rohrbaugh indicated that the grant will be officially expiring and Family Place programming will be in the hands of Youth Services and staff.

K. Randolph asked for an explanation of STEM programs. Director Rohrbaugh stated STEM is an acronym for Science, Technology, Engineering, and Math. She stated there is a heavy emphasis on STEM in schools and KPL wishes to support that.

L. Godfrey asked about an Action Plan item which allows one free pair of headphones. M. Cockrell stated this was primarily for teens and adults who don't have their own and lack the means to purchase them. L. Godfrey then asked for an explanation of near-field technology. K. King explained it is a system which will detect the physical presence of a patron equipped with a near-field application installed on a mobile device, and will then provide information regarding a collection or service relevant to the area in which they are standing.

V. Wright requested details regarding the future of the Teen Advisory Board. S. Warner explained Youth Services is looking for ways to engage Teens and Tweens because in the last handful of years, there has been a struggle to maintain active participation on the Advisory Board.

J. VanderRoest asked for an explanation of security precautions relevant to the loaning of tablets. Director Rohrbaugh explained loaned tablets would only be used within the library and would not be available for patrons to take home.

V. Wright asked about a plan to purchase a new vehicle. S. Lindemann explained the current delivery vehicle has insufficient capacity for day to day operations and expressed interest in looking at replacement vehicles that are more ergonomic for Facilities Management staff which would make loading and lifting easier.

President Caple asked who would be overseeing the project to evaluate AV shelving needs. Director Rohrbaugh stated M. Cockrell and S. Lindemann would be taking the lead there.

Disposition: Trustees thanked Director Rohrbaugh for her report.

*E. Patron Use of Catalog – Gary Green*

Report: Director Rohrbaugh introduced G. Green. G. Green began by explaining Google Analytics, which is used by running a JavaScript code on each of our KPL webpages and in our online Catalog. This allows us to collect demographic information from the visitor including age, sex, location, internet service provider, browsing device, and browsing history.

This information is useful in determining who is using our catalog, how they are finding us and how we can better optimize our catalog to serve our patrons more effectively.

Discussion: L. Godfrey stated that it was a very interesting report. J. VanderRoest reminded those in attendance that KPL does have privacy policies in place should there be any concerns about the information collected.

Disposition: Trustees thanked G. Green for his report.

*F. Staff Recognition Program – Terry New*

Report: Director Rohrbaugh introduced T. New. She began by explaining the current program is not KPL's first attempt at creating a system for recognizing valuable staff contributions, and generally speaking these programs are complex and difficult to organize. T. New explained much of the information regarding the program is stored on MyKPL, KPL's 'intranet'.

She continued by explaining the 'Swoosh' award, which is the first level of acknowledgement. Recipients of this award are displayed on the landing page of MyKPL, and whenever they are awarded, a sticker is placed on a framed board in that employee's department. Since May 1<sup>st</sup>, over 200 'Swoosh' awards have been given.

The second level award is the 'Rainbow' award, which is given to those who consistently demonstrate library values by taking on challenging issues, develop changes to improve important processes, or demonstrate outstanding leadership. These awards are given by department heads, and there is a form that staff can fill out to help inform department heads that someone should be considered for this award. These awards are presented at monthly staff meetings and at the end of the year there will be a drawing of recipients' names. The winner of the drawing receives eight hours of vacation time or a monetary gift.

She concluded by explaining the ‘Prism’ award, which is the highest level of award. This award is broken down into four categories: Innovation, Leadership, Inspire, and Customer Service. Individuals and teams are selected based on formal nominations submitted through the web form. The recipients are selected by a committee, consisting of representatives of each of KPL’s employee groups, and eligible candidates are evaluated on a variety of criteria.

Discussion: C. TenBrink asked whether there have been a lot of duplicate awards given out to the same staff member for the same reason. T. New indicated that has not been an issue. K. King stated that if a staff member is continually awarded a ‘Swoosh’ award for the same type of behavior, that’s an excellent way of tracking to see if they are eligible for a ‘Rainbow’ award.

J. VanderRoest mentioned he recently attended a meeting on the topic of working with millennials. He said one of the topics discussed was the tendency of members of the so-called ‘Millennial’ generation to seek frequent recognition for their achievements. He asked if that trend had informed this process. T. New stated such trends had been taken into consideration as well as a variety of individual preferences (public, private, etc.) regarding recognition.

Disposition: Trustees thanked T. New for her report.

#### *G. Legislative Update – Diane Schiller*

Report: D. Schiller stated her report would largely consist of revisiting a number of legislative items discussed at last month’s meeting. She said the Open Meetings Act revision has not seen any progress, but it would be coming before an open meeting for review on June 30<sup>th</sup>.

Senate Bill 280, which would forbid public employees from taking paid time away from work to conduct union business, has been reported on by the Education Committee with recommendations and has made its way to the Senate floor.

Additionally, there have been a number of tie-barred bills from the House which have passed recently and amend Michigan election law to eliminate the regular February election date. A number of clauses and sections of the election law have been amended and are being presented to the governor to sign.

Senate Bill 108, the District Library Establishment Act revision, which allows for School Libraries membership within a District Library system has been ordered and rolled and will make its way to the governor soon.

Disposition: Trustees thanked D. Schiller for her report.

## **VI. COMMITTEE REPORTS**

*A. Finance and Budget Committee – No meeting.*

*B. Personnel Committee* – V. Wright said the committee met for the purpose of the Director evaluation.

*C. Fund Development and Allocations Committee* – No meeting.

*D. Director's Building Advisory Committee* – No meeting.

VII. **OTHER BUSINESS**

*A. Director's Report*

Report: Director Rohrbaugh began her report by drawing Trustees' attention to an item not listed in the report. Last Sunday, KPL sponsored a Kalamazoo Growler's game, which resulted in a large number of positive comments about the library and 95 kids signed up for the Summer Reading Challenge.

She then pointed to an item in the report indicating the KPL endowment fund had topped \$4 million at the end of May. She also briefly mentioned Party in the Park had perfect weather and was a success again this year.

She highlighted a number of end-of-school activities in which KPL staff have participated including the Summer Literacy Celebration, the End of School Year Picnic at Woodward school, and a variety of other opportunities where staff signed lots of kids up for the Summer Reading Challenge.

Director Rohrbaugh was pleased to announce that Eastwood and Powell once again have a Youth Opportunities Unlimited student working at those locations for the summer months.

Discussion: Lisa Godfrey stated she had heard that ONEplace would soon be conducting programs at the Portage Library and wondered if that was true. Director Rohrbaugh said that it was; the ONEplace will be expanding their programming opportunities and the Portage Library is one of the locations included.

V. Wright said she was pleased to see a new one-day sales record set by the Friends of KPL at a recent sidewalk sale and that the Friends are now a participating nonprofit in the Amazon Smile program. She also said she was impressed with the number of KPL staff engaged in programs and opportunities outside of the library system.

C. TenBrink said she thought it was great that over 100 Kalamazoo Central High School students had visited recently. Director Rohrbaugh said it was particularly rewarding to see them fully engaged in presentations on digital downloads and resources.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. **PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.



**IX. COMMENTS BY TRUSTEES**

- L. Godfrey had no comments.
- V. Wright said the Staff Recognition Breakfast was wonderful this year.
- C. TenBrink had no comments.
- K. Randolph had no comments.
- R. Brown said that, as usual, he is happy for the opportunity to be a KPL Trustee.
- J. VanderRoest stated he was very sorry to have not been able to attend Party in the Park. He also said it would be nice if we could sponsor a Growler's game on a day other than Sunday.
- President Caple asked for comments from Richard Atwell regarding the quality of the Hearing Loop technology currently installed in the Board Room. Mr. Atwell responded that it had been working well, although today it seemed a little spotty. He was confident that he and P. Jouppi could work out any bugs. President Caple also asked how the Kevin Coval visit went. Director Rohrbaugh said it was very impressive. Lastly, President Caple said he was blown away by the musical performances at the Staff Appreciation Breakfast this year.

**X. EXECUTIVE SESSION**

President Caple asked for a motion to move to an executive session to discuss the director's annual review.

MOTION:

C. TENBRINK MOVED AND R. BROWN SUPPORTED THE MOTION TO MOVE INTO AN EXECUTIVE SESSION TO DISCUSS THE DIRECTOR'S ANNUAL REVIEW.

**Roll Call Vote:** L. Godfrey – yes; V. Wright – yes; C. TenBrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple – yes

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:11 p.m.

MOTION:

L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO RETURN TO OPEN SESSION FOR CONSIDERATION OF THE DIRECTOR'S CONTRACT.

**Roll Call Vote:** L. Godfrey – yes; V. Wright – yes; C. TenBrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple – yes

MOTION CARRIED 7-0.

Trustees moved to open session at 5:29 p.m.

**XI. RETURN TO OPEN SESSION FOR CONSIDERATION OF DIRECTOR'S CONTRACT**

Recommendation: The Personnel Committee recommended the director's total compensation package and contract be adjusted as follows:

1. 3% increase in salary.
2. Director's contract be rolled over for an additional year and that membership in the Park Club for use for library business and incidental personal use be added to her contract.

MOTION: V. WRIGHT MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO ADJUST THE DIRECTOR'S TOTAL COMPENSATION AS STATED, ROLL OVER THE CONTRACT FOR ANOTHER YEAR, AND AMMEND THE CONTRACT AS STATED.

MOTION CARRIED 7-0.

**XII. ADJOURNMENT**

Hearing no objection, President Caple adjourned the meeting at 5:35 P.M

**X**\_\_\_\_\_  
Robert Brown  
Secretary

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